

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

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Secretary

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Commissioner

### MEMORANDUM

TO: Massachusetts Agricultural Fairs

FROM: Mary Jordan, Director of the Division of Agricultural Markets

SUBJECT: Information for your 2015 Fair

DATE: November 2014

The Agricultural Fairs Program is once again preparing for another great fairs season for 2015. This is the first packet of information of several that you will receive in the upcoming months. If you are not the appropriate person to receive this information, please contact us and we will be happy to provide this information to the correct contact person at your fair.

1. Fair Reporting for the fair Season – This material is to be completed after your fair concludes and returned to the Department in a timely manner. You will now be able to find this information online at the Department's website: <http://www.mass.gov/eea/agencies/agr/markets/fairs/>. It is important for you to submit your Fair Report Packet in a timely manner in the event that funding becomes available
2. 2015 Fair Information for listing on the MassGrown website: The Department's consumer website – Gateway to MassGrown Farm products, specialty foods, ag-activities and agricultural fairs. Please return to the Department no later than **February 15, 2015**, so that your Fair is listed in ample time for the promotion of the Agricultural Fairs.
3. Direct Contact Sheet – This form shall ask for the name of your Fair's President, Secretary and Superintendent (including: Livestock Superintendents, Vegetable Superintendents, etc.). In addition, please provide information for anyone with decision making capacity, their contact information for during the fair and for off-season.

Please do not hesitate to contact Ellen Hart at [617-626-1742/Ellen.Hart@state.ma.us](mailto:617-626-1742/Ellen.Hart@state.ma.us) if you have any questions or need additional information.